



Agenda Item # _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Montgomery and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Bruce Moe, Finance Director
Dick Warner, General Services Manager (Interim)

DATE: June 3, 2008

SUBJECT: Consideration of Four-Year Lease Agreement with Xerox Corporation for Nine Multifunction (Scan, Fax, Copy) Machines for Various Locations (Approximate Annual Cost of \$45,362)

RECOMMENDATION:

Staff recommends that the City Council: a) waive formal bidding per Municipal Code Section 2.36.150 (cooperative purchasing) and b) award a four-year lease contract to Xerox Corporation valued at \$45,362 annually.

FISCAL IMPLICATION:

Sufficient funds for multifunction machine lease and maintenance expenses are budgeted across the various using departments in their operating budgets.

BACKGROUND:

The nine units to be leased will replace units located throughout City facilities whose leases have expired.

DISCUSSION:

Staff researched various copier companies to see if they could provide the appropriate equipment that would meet our operational needs as well as provide quality and timely maintenance service. Presently, Xerox units are being utilized by various City departments with excellent results. The City is also being given the opportunity to “piggyback” on a current Los Angeles County lease agreement with Xerox in order to take advantage of lower leasing costs. In addition, all maintenance and some consumable materials are included in the lease agreement to further reduce City costs.